



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>Senior Claims Coordinator</b>
3	<b>Posting Number</b>	<b>PN#: 106592</b>
4	<b>Department</b>	<b>Legal</b>
5	<b>Division</b>	<b>Claims Subrogation</b>
6	<b>Section</b>	<b>N/A</b>
7	<b>Reporting Location</b>	<b>900 Bagby, 4th Floor</b>
8	<b>Workdays &amp; Hours</b>	<b>M-F, 8 A.M - 5 P.M*</b>

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Investigates, evaluates and concludes automobile general liability contract and worker’s compensation claims made against the City of Houston and subrogation claims made by the City of Houston. Assists in the preparation of trial litigation for city attorneys. Investigates, evaluates and concludes subrogation claims made by the City of Houston. Determines medical expenses, property damages and other allowable expenses of the claim. Evaluates the claim for settlement purposes. Concludes the claim as indicated in accordance with good settlement practices. All duties and responsibilities may not be included in the above job description.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

Must be able to communicate effectively with a variety of individuals. The position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, or related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of experience in automobile, general liability, contract and/or worker’s compensation claims evaluation or related field is required.

13 **MINIMUM LICENSE REQUIREMENTS**

Must possess a Texas Adjuster – All Lines License.

14 **PREFERENCES**

None

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation

16 **SAFETY IMPACT POSITION**

YES

This position is subject to random drug testing.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 21		
\$1,211 - \$1,436 Biweekly		\$31,486 - \$37,336 Annually

18 **OPENING DATE**

August 31, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.

An equal opportunity employer